

**Virginia Litter Control and Recycling Fund Advisory Board
Quarterly Meeting
Department of Environmental Quality
629 East Main Street, Richmond**

November 13, 2009

Draft Minutes

Board Members Present:

Dennis Gallagher, Chairman
Clara Mills
George Hunnicutt
George Peyton

Board Member Absent:

Aimee Hart (unable to participate due to inclement weather)

Visitors:

Chuck Duvall, VOICE
Carl Evans, FEA Salvage Recycling, Powhatan, VA
Roscoe Evans, Community Recycling Anti Litter, LLP
Kim Hynes, Central Virginia Waste Management Authority & Keep Virginia Beautiful
Nancy Drumheller, Central Virginia Waste Management Authority

Department of Environmental Quality (DEQ) Staff Present

Sheila Barnett
Ann Regn
Mike Murphy

Chairman Gallagher determined a quorum was present and called the meeting to order at 10:30 a.m.

Chairman Gallagher recognized and expressed the Board's appreciation to the employees in DEQ's Division of Administration who work so quickly to process and award the annual litter program grants to localities. He acknowledged Carla Woods, Carol Bryar, and Gwen Thomas from the Division of Administration.

Mr. Hunnicutt Moved and Mr. Peyton seconded, for approval the November 13, 2009 meeting agenda. MOTION CARRIED.

Ms. Mills moved and Mr. Peyton seconded, for approval of the minutes for the August 28, 2008 Litter Control and Recycling Fund Advisory Board meeting. MOTION CARRIED.

Fund Status Report

Fiscal Year 2009 Update:

Mike Murphy reviewed the close out report for Fiscal Year (FY) 2009. For FY2009, \$1,878,504 was available in the Litter Control and Recycling Fund (Fund) to be awarded through grants to localities. Of this amount, \$1,829,481 was awarded, which resulted in a balance of \$49,023. The 2009 General Assembly adopted three amendments to the FY 2009 budget which directed DEQ to utilize \$48,000 of the remaining \$49,023 in the Fund to execute the following contracts:

1. \$28,000 to Isle of Wight for a plastic bag recycling demonstration project;
2. \$10,000 to the City of Alexandria for a plastic bag recycling demonstration project; and,
3. \$10,000 to Henry County for two Household Hazardous Waste collection events.

All three contracts have been executed and work is underway. The remaining balance of \$1,382 was rolled forward to FY 2010.

Fiscal Year 2010 Update:

On July 1, 2009, the beginning cash balance in the Fund was \$2,014,351.

Mr. Murphy reported the amount available in FY 2010 for the annual non-competitive litter prevention and recycling grants to localities was \$1,524,694. This amount reflects an ongoing \$100,000 transfer from the Fund authorized by the 2009 General Assembly to help meet the Commonwealth's budget deficit. This amount also reflects an additional \$255,000 transfer from the Fund that occurred in September 2009 due to continuing declines in state revenue collections.

Chairman Gallagher requested Sheila Barnett of DEQ to contact the Department of Taxation to inquire whether the results of the recent tax amnesty period in Virginia had any effect on the Fund.

Mr. Murphy reported a remaining FY 2010 balance in the Fund of \$20,836 (\$9,815 in unawarded funds from the annual grant program to localities and \$11,021 that DEQ did not utilize in FY 2009 for administrative costs). Chairman Gallagher noted the Board would discuss possible uses for the remaining balance under New Business.

Fiscal Year 2010 Non-Competitive Grant Report

Ms. Barnett reported DEQ processed 188 FY 2010 non-competitive grant applications representing 137 individual local governments and another 169 local governments that are participants in co-op programs. Of the 324 local governments in Virginia eligible to receive an annual non-competitive grant, only 18 did not receive a grant in FY 2010. 17 of these local governments did not apply for the grant in FY 2010. One of these 18 localities did apply for a grant this year, but did not receive any funding due to an excess carry-forward balance from previous grant years.

Ms. Mills and Chairman Gallagher thanked DEQ staff for processing the grants and awarding the funds so promptly to the local governments again this year.

Old Business

FY 2009 Budget Amendments Reports:

The Board reviewed reports submitted by the City of Alexandria, Isle of Wight County and Henry County, which summarized the progress to date on their contracts.

Ms. Barnett will request additional update reports from the three localities and will forward the reports to the Fund Board members no later than January 8, 2010.

New Business

Fiscal Year 2010 Remaining Balance:

The Board discussed potential options to allocate the remaining FY 2010 balance of \$20,836. The Board expressed an interest in continued financial support for projects that have received money in the past from the Fund and are achieving significant success. The Board voted unanimously to recommend to DEQ that the remaining FY 2010 balance of \$20,836 should be allocated as follows:

Spotsylvania County - \$10,000 to administer the Assign-A Highway Program.
Henry County - \$500 to augment the current Household Hazardous Waste Event contract.
City of Alexandria - \$4,000 to augment the current plastic bag project contract.
Isle of Wight County - \$4,000 to augment the current plastic bag project contract.
James River Park – up to \$500 for litter cleanup projects and educational materials.
Clean Virginia Waterways – up to \$2,000 for litter clean up projects and educational materials.

Chairman Gallagher requested DEQ to determine the feasibility of implementing the Board's recommendations for utilizing the FY 2010 remaining balance and report back to him at the earliest opportunity.

Keep Virginia Beautiful Update:

Kim Hynes from the Central Virginia Waste Management Authority and KVB Board member presented on behalf of John Deuel, a consultant (GreenQuest) for Keep Virginia

Beautiful (KVB). Ms. Hynes shared a PowerPoint Presentation to show the strategic plan overview. KVB has fourteen board members who meet the 4th Wednesday of every month. The President of KVB is Alisia Rudd of Altria. Altria provided KVB with a two year grant for \$430,000. Chairman. Gallagher thanked Ms. Hynes for the opportunity to present at the litter summit that was held on October 29 in Richmond at the Henrico Training Center.

Election of Officers:

Mr. Peyton nominated Mr. Gallagher to serve as the Chairman and Mr. Hunnicutt to serve as the Vice-Chairman of the Fund Board. **Mr. Peyton moved and Ms. Mills seconded, for approval of the election of officers as nominated. MOTION CARRIED.**

Grant Guidelines:

Mr. Murphy suggested that the Fund Board may want to review its existing grant guidelines and policies, including the maximum allowable carry forward amount. Chairman Gallagher appointed a subcommittee to be chaired by Mr. Hunnicutt to review the Board's current grant guidelines and policies. Ms. Barnett, Ms. Mills and Ms. Hart will serve on the sub-committee and will report to the Fund Board their recommendations by March 1, 2010. Mr. Murphy estimated that preparations for the subcommittee's report will require at least two meetings or conference calls.. The first will be to explain the issues, the second to make recommendations for the Board to consider at its spring meeting.

Fiscal Year 2009 Grant Performance and Accounting Summary Report:

Ms. Barnett has added new analysis and comparisons between the current year and the previous year. Chairman Gallagher requested that the Fund Board members review the draft and let Ms. Barnett know if they have any suggestions by the end of the week. Ms. Barnett stated that the final report will be ready by the end of the month.

Public Comments:

None

Next Board Meeting:

The Fund Board will meet again in April 2010. Ms. Barnett will coordinate dates with the Fund Board members and schedule the meeting.

Mr. Hunnicutt Motioned and Ms. Mills Seconded to adjourn the meeting. Chairman Gallagher adjourned the meeting at 12:25 p.m.

Submitted by:

Sheila Barnett

Date:

November 30, 2009